

# Zoom Video Conferencing

Best Practices

# Scheduling



Use Outlook, App or Web



Use Waiting Room and Password



Gauge comfort level



Know and communicate [minimum requirements](#)



Remind participants 1 day and/or 1 hour ahead of time



Registration

# Zoom Use

## Take time to introduce features & protocol

- Mute
- Audio/Video Controls
- Recording?
- Questions/Comments via Chat, Hand Raise
- Polling

## Use good video and audio hardware

- Logitech C920
- Jabra Headset or Speakerphone

Prep your space

Camera angle and lighting

# Things to think about



Frequency



Length



Privacy Concerns

<https://zoom.us/download>